



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

May 17, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:
DEL AIRE PARK COMMUNITY BUILDING EXPANSION PROJECT
ADOPT AND ADVERTISE
UNINCORPORATED DEL AIRE AREA - CITY OF HAWTHORNE
SPECS. 6974; CAPITAL PROJECT NO. 77516
(SECOND DISTRICT) (3 VOTES)**

SUBJECT

Approval of the recommended actions will adopt the plans and specifications to expand and renovate the Del Aire Park Community Building in the unincorporated Del Aire area, City of Hawthorne, and authorize advertising for construction bids.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt plans and specifications that are on file in the Architectural Engineering Division of the Department of Public Works for construction of the Del Aire Park Community Building Expansion Project at an estimated construction contract cost of \$1,383,000, and instruct the Executive Officer, Board of Supervisors to advertise for bids to be received and opened on June 21, 2011, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
2. Authorize the Director of Public Works, or her designee, to execute a Consultant Services Agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a \$2,000 not-to-exceed fee funded by existing Project funds.

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

47 May 17, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will adopt plans and specifications, allow the Department of Public Works (Public Works) to advertise for construction bids for the Del Aire Park Community Building Expansion Project, and authorize Public Works to execute a Consultant Services Agreement with the apparent Lowest Responsive and Responsible Bidder for the preparation of a baseline construction schedule. Local Worker Program has been incorporated into the Project's Plans and Specifications (see Contract Processing for detail information on Local Worker Program).

The proposed Project will include the addition of an approximately 1,400 square-foot assembly room and refurbishment of the existing 2,859 square-foot community center, including the meeting room, computer room, lobby, office, craft room, food warming kitchen, and storage areas. The Project also includes roof replacement, and the addition of 19 new parking lot spaces. Additionally, new heating, ventilation, and air conditioning systems will be installed, and the existing restrooms will be remodeled to comply with Americans with Disabilities Act requirements.

Upon receipt and review of all bids, the apparent Lowest Responsive and Responsible Bidder will be determined. Public Works will return to your Board to recommend the award of the construction contract to the Lowest Responsive and Responsible Bidder.

Sustainable Design Program

The proposed Project will support your Board's Sustainable Design Program by using water efficient plumbing fixtures and energy efficient light fixtures with light sensors. The Project will also incorporate low impact designs and drought tolerant landscaping.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1); Children, Family, and Adult Well-Being (Goal 2); and Community and Municipal Services (Goal 3), by providing safe and accessible recreational opportunities for the residents and visitors of the County of Los Angeles.

FISCAL IMPACT/FINANCING

Public Works' fair construction cost estimate for the Project is \$1,383,000. The total Project cost, including program development, plans and specifications, construction, change orders/plan check contingency, consultant services, miscellaneous

expenditures, jurisdictional review/ plan check, Civic Art allocation, and County services is estimated at \$2,000,000.

The Project is funded by \$2,000,000 of Second District Capital Improvements net County cost. Sufficient funds are available in the Fiscal Year (FY) 2010-11 Capital Project budget, Capital Project No. 77516.

The Project Schedule and Budget Summary are included in Attachment A.

Operating Budget Impact

Based on the proposed Project description, Public Works anticipates both one-time and ongoing costs upon completion of the Project. One-time costs of approximately \$177,000 are needed for building and office furnishings, and ongoing costs of approximately \$80,000 are needed for recreational staff and maintenance supplies. The Department of Parks and Recreation will work with the Chief Executive Office to confirm the appropriate level of funding and request one-time and ongoing funds in its FY 2011-12 Proposed New Facilities Budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract contains terms and conditions supporting your Board's ordinances and policies, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence and General Relief Opportunities (GAIN/GROW); Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

Applicable law, including the State Public Contract Code, requires the County to award a construction contract to the apparent Lowest Responsive and Responsible Bidder, which refers to the firm that: (1) submits the bid with the lowest cost; (2) is deemed by the County to be "responsive" to specific criteria under the solicitation, including, but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be a "responsible" bidder by exhibiting the quality, fitness, capacity, experience, and trustworthiness to satisfactorily perform the work required under the bid solicitation.

To ensure that the contract is awarded to the Lowest Responsive and Responsible Bidder with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the contractors State License Board labor law/payroll violation, and debarment actions. As provided for in Board Policy 5.140, the information reported by the contractor will be considered before making a recommendation to award.

As required by your Board, the Project cost includes 1 percent of design and construction costs to be allocated to the Civic Art fund per your Board's Civic Art Policy adopted on December 7, 2004, and subsequently amended on November 18, 2008.

ENVIRONMENTAL DOCUMENTATION

On June 16, 2008, your Board found the proposed Project categorically exempt from California Environmental Quality Act (CEQA) in accordance with State CEQA Guidelines, Section 15302, Replacement or Reconstruction Class 2(c), and the County of Los Angeles Environmental Procedures and Guidelines, Appendix G, Class 2 (e), adopted by your Board on November 17, 1987. A Notice of Exemption was filed with the Registrar-Recorder/County Clerk on December 18, 2008.

CONTRACTING PROCESS

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

As required by your Board, language has been incorporated into the Project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B). However, in order to improve the efficiency and effectiveness of the bidding process for both the County and the bidders, 15 of the 23 documents previously required at the time of bid will no longer be required from all bidders. The 15 documents will now be required only from the first, second, and third apparent lowest bidders, and the forms from the three lowest bidders may be submitted up to seven days following the date of bid opening. These changes will

greatly reduce the paperwork and effort currently required from all bidders in order for them to be declared "responsive" at the time of bid. The elimination of this paperwork will also have a positive impact on the environment.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the Doing Business with Us website. Following receipt of bids and award of the consultant services contract for preparation of a baseline construction schedule to the Lowest Responsive and Responsible Bidder, we will return to your Board for award of the construction contract.

Participation by Community Business Enterprises (CBEs) in the Project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

A copy of the plans and specifications are on file in the Architectural Engineering Division of Public Works.

Local Worker Program

In order to increase participation of qualified local residents who live within a 15-mile radius of Del Aire Park, the same Local Worker Program (Program) for Job Order Contracts as authorized by your Board on December 8, 2009, has been incorporated into the Project's Plans and Specifications.

The Program is designed to reduce commuting distances from home to work site, which will in turn reduce traffic congestion, pollution, release of greenhouse gases, and commuter stress. In addition, the Program is intended to enhance a sense of community pride and identity among local workers and their neighbors arising out of local workers' efforts to improve the appearance and functionality of local public facilities.

The Program's objective is not intended to discriminate against or give preference to any particular group based on race, color, gender, sexual orientation, or disability, but to give work opportunities to qualified local residents where capital projects are being developed. Except to the extent that State or Federal laws or regulations mandate to the contrary, the Program's provisions will apply to the Project.

For purpose of this Project, an aspirational goal has been established under the Program that 40 percent of the construction labor hours worked by California residents on the Project be worked by qualified local workers. A worker will be considered local for this Project if he/she resides within a 15-mile radius of the Project site.

The Honorable Board of Supervisors
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Monitoring of the Program will be provided by Public Works' contract administration staff based on review of certified payroll records provided by the contractors. These records will be monitored with regard to hours worked and zip code of the workers to establish the percentage of total work performed by local workers on the Project.

IMPACT ON CURRENT SERVICES

The proposed Project will have moderate impact on current County services as a result of these actions. The Project will be phased so as to minimize the impact on public use of the park.

CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; Department of Parks and Recreation; and Department of Public Works, Project Management Division II.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTJ:RLR:DJT
SW:CV:zu

Attachments (2)

c: Executive Office, Board of Supervisors
Arts Commission
County Counsel
Parks and Recreation
Public Works

May 17, 2011

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS:
DEL AIRE PARK COMMUNITY BUILDING EXPANSION
ADOPT AND ADVERTISE
UNINCORPORATED DEL AIRE AREA -CITY OF HAWTHORNE
SPECS. 6974; CAPITAL PROJECT NO 77516
(SECOND DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Project Program	07/15/08*
Design	
Contract Execution	10/15/08*
Construction Documents	12/30/10*
Jurisdictional Approvals	12/23/10*
Construction Bid and Award	08/02/11
Construction	
Substantial Completion	06/07/12
Acceptance	09/10/12

* Indicates completed activity

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Construction	
Low Bid Construction Contract	\$1,383,000
JOC	\$ 0
Change Orders	\$ 138,000
Civic Arts	\$ 15,000
Subtotal	\$1,536,000
Program Development	\$ 19,000
Plans and Specifications	\$ 180,000
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	\$ 6,000
Geotechnical/Soils Test	\$ 0
Material Testing	\$ 10,000
Topographic Surveys	\$ 0
Construction Management	\$ 0
Construction Administration	\$ 0
Soil Report	\$ 0
Soil Testing	\$ 0
Subtotal	\$ 16,000
Miscellaneous Expenditures (Advertising)	\$ 3,000
Jurisdictional Review/Plan Check/Permit	\$ 7,000
County Services	
Code Compliance and Quality Control Inspections	\$ 45,000
Design Review	\$ 0
Contract Administration	\$ 12,000
Project Management	\$ 162,000
Project Management Support Services	\$ 7,000
Project Technical Support	\$ 7,000
Office of Affirmative Action	\$ 6,000
Design Services	\$ 0
Subtotal	\$ 239,000
Total	\$2,000,000

May 17, 2011

ATTACHMENT B

**DEPARTMENT OF PUBLIC WORKS:
DEL AIRE PARK COMMUNITY BUILDING EXPANSION
ADOPT AND ADVERTISE
UNINCORPORATED DEL AIRE AREA - CITY OF HAWTHORNE
SPECS. 6974; CAPITAL PROJECT NO 77516
(SECOND DISTRICT) (3 VOTES)**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPEC.</u>	<u>PROJECT</u>	<u>BID DOC.</u> <u>FEE</u>	<u>DATE OF BID</u> <u>OPENING</u>
2	6974	Del Aire Community Building Expansion	\$50	June 21, 2011

Copies of the project manual and drawings may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803, for the fee stated above. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 10:45 a.m. on June 21, 2011. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room C, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an active B license classification at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

The contractor and all of its subcontractors of any tier shall be required to pay prevailing wages to all workers employed in the execution of the project in accordance with Labor Code Section 1770 et seq. Copies of prevailing rate of per diem wages are on file at Public Works, which shall be made available to any interested party upon request.

PREBID CONFERENCE

The Public Works' Project Management Team will hold a non-mandatory pre-bid conference at 10 a.m. on June 7, 2011, at the project site, Del Aire Park, 12601 South Isis Avenue, Hawthorne, California, 90251, to provide information on the project, bidding process, and answer any questions that the potential bidders may have. For further directions, please contact Loydi Nguyen with the Public Works' Architectural Engineering Division at (626) 458-2180.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del Departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated May 17, 2011.

Specs. 6974

SACHI A. HAMAI, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES